

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
2 SEPTEMBER 2020  
7:30 P.M.  
REGULAR MEETING  
MINUTES

The Board of Trustees of the Village of Brewster is holding a virtual meeting at 7:30 PM, on September 2, 2020 through Zoom Meeting. The Meeting ID is 207 812 8623 and the phone number needed to call in is 1-929-205-6099.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees: Mary Bryde, George Gaspar, Tom Boissonnault  
Village Police Chief:  
Village Engineer: Todd Atkinson  
Village Counsel: Anthony Molé  
Clerk & Treasurer: Michelle Chiudina  
Deputy Clerk-Treasurer:

Absent:

John Del Gardo

Donna Milazzo

Pledge to flag.

Notation of Exits

Mayor Schoenig motions to open the regular meeting, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.

1. Proclamation for Village Business. Mayor Schoenig awards a proclamation to Wine On The Way for staying open and serving the community during the pandemic. The Board discusses when to deliver this proclamation and the other proclamations that have yet to be delivered due, including Don's Automotive, Brewster Service Station and Kobacker's and decide to deliver all four of the proclamations on Friday, September 4<sup>th</sup>.
2. Monthly Reports
  - 2.1. Engineer's Reports for June, July & August, 2020. Mr. Todd Atkinson of Folchetti and Associates delivers the Engineer's Report for June, July and August 2020. Copies will be attached to the minutes. Mayor Schoenig asks if there is anything further Mr. Atkinson needs to bring to the Board's attention.
    - 2.1.1. Wells Park Bike Path Connector. Mr. Atkinson informs the Board that the Village received a grant for \$100,000 and given about \$46,000 from Putnam County to complete this project. Mr. Atkinson urges the Board to start moving forward with the project as the funds from Putnam County will only be available until the end of the year. Mayor Schoenig motions to accept the Engineer's Reports from June, July and August, 2020, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
  - 2.2. DPW Report. Mr. Domenic Consentino, DPW Superintendent delivers the DPW Report. Mr. Consentino informs the Board of a sink hole on North Main Street, by the First Baptist Church between Hoyt Street and Oak Street, which will require a road closure on North Main to fix the issue starting at 8 AM. Trustee Gaspar asks how long the road will be closed for, and Mr. Consentino is unsure but it will hopefully be quick and will give updates to the Board and the public. Mr. Consentino states that the brush by Dominos has been cut back, but there is a bee's nest that needs to be sprayed before the entire bush can be cut back. Mr. Consentino will start reading meters next week and may do some patches on the road this month. Mayor Schoenig asks about the dip in the road adjacent to 530 North Main Street after the connection was made for the water and sewer and notes that the dip is getting deeper as if it were a reverse speed bump. Mr. Atkinson will inspect the location and put a letter together to the Village Board with a solution to the problem, which will include having the owner fix the issue prior to the building receiving a certificate of occupancy. Deputy Mayor Piccini recites a list from a previous meeting on items that were outstanding and Mr. Consentino clarifies that all items have been completed. Mayor Schoenig motions to accept the DPW Report, Trustee Boissonnault 2<sup>nd</sup> all in favor 5 to 0.
  - 2.3. Planning Board Reports for June, July & August, 2020. Mr. Richard Lowell had emailed the Planning Board Report to the Board earlier that day. Clerk Chiudina recaps the ongoing projects in front of the Board and mentions that there will be a walk-through of 85 Main Street on September 9<sup>th</sup> at 1 PM and notes it is open to the Board of Trustees to attend as well. Clerk Chiudina confirms that Code Enforcement Officer Bill Scorca, Trustee Bryde and Trustee Gaspar will be attending. Mayor Schoenig motions to accept the Planning Board Reports as written, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.

2.4. Zoning Board Report. No Activity.

3. Mayor Schoenig motions to amend the agenda to switch item number 3 and number 4, so that 861 Route 22 Application can go before the Financial Report, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor 5 to 0. Mr. Robert Cinque is not in attendance at this time. Counsel Mole discusses the application and his conversation with Mr. Cinque. Trustee Gaspar mentions a previous comment made by Deputy Mayor Piccini regarding how many spaces are being designated for that use. Mr. Atkinson has the same questions and suggests that the Village request the new sewer usage of the building for approval. Mr. Atkinson explains the differences between what is being proposed in this project and what was proposed in the PB district and notes that the verbiage should not be cut and pasted from the changes made in the PB district. Mr. Atkinson continues to explain to the Board the various criteria for that district that should be imposed. Counsel Molé suggests that the Board refer the applicant to work with Mr. Atkinson and himself to ensure the application fits the criteria being discussed. The Board and Mr. Atkinson discuss the other lots in this district and how these changes to the code will affect them. Mr. Atkinson requests copies of the plans and Clerk Chiudina will email him PDF copies that were obtained.
4. Financial Report. Clerk Chiudina explains that the budget is progressing as it should, we are working to get money through FEMA from the cleaning items we purchased but we need to spend over \$4,000 to get funding. She explains that the only issues being in the court funds as we have hired a second judge and second court clerk while the current judge and court clerk are finishing up the cases from March to July but with the restrictions on the amount of people allowed in our court room it has put a bit of a strain on the budget. Clerk Chiudina is hopeful that the restrictions will lessen later on this year and we will be able to hold more people in the court room and not be so behind. Clerk Chiudina informs the Board that she reached out to DASNY regarding the police vehicle grant and there is no movement through that committee that is working remotely. Clerk Chiudina also informs the Board that the DEP money that the Village receives quarterly for the WWTP has not been processed yet due to COVID-19, and we are not expecting to get that money until the end of September, or the beginning of October. The Village vendors that are paid directly out of the sewer fund have been notified that their payments may be delayed. Clerk Chiudina asks that the Board considers a fee or a notice of intention to continue parking with the Village of Brewster from those who are not parking to hold their parking spot in whichever lot they are in. Clerk Chiudina also recommends that the Board enacts a fee to allow those who will not be using their parking spot after December 2020, due to the pandemic and working remotely, to hold their parking spot, especially if it is in a more desirable lot.
  - 4.1. Send Outstanding Balance Notices. Clerk Chiudina request that the Board motions to allow herself and Deputy Clerk Milazzo the ability to mail out outstanding balance notices to inform utility users of their arrears. We do not have a bill to send out this month and this would be a good opportunity to bring in some of the outstanding balances that people did not pay due to COVID-19, to avoid a larger bill later on. Deputy Mayor Piccini motions to have Clerk Chiudina send out the notices to those with outstanding balances, Trustee Gaspar 2<sup>nd</sup> all in favor 5 to 0.
5. Sewer Bill Adjustment.
  - 5.1. Account 133. Clerk Chiudina announces that Ms. Laurie Manning was unable to attend the meeting but she reminds the Board of the email Ms. Manning sent out regarding the hot water heater that blew at this property and she is requesting relief on the sewer bill, which is normally a minimum charge of \$55. Mayor Schoenig motions to bill the account based on historical usage, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
  - 5.2. Account 335. Mayor Schoenig steps down from his position to request relief for his sewer bill after he had a leak in his basement. Historically speaking, Mr. Schoenig's bills are between \$120 and \$140 and this bill was \$241.40. Trustee Gaspar motions to bill him historically and to waive penalties, Trustee Boissonnault 2<sup>nd</sup>, all in favor 4 to 0, Mayor Schoenig abstains.
  - 5.3. Bills Number: 294, 295, 396. Mr. Mark Anderson was unable to attend the meeting but requests to have the penalty waived for the above-mentioned properties. Mr. Anderson had sent an email to the Board explaining his position and is asking the Board for leniency. Mayor Schoenig asks how late the payments were and if Mr. Anderson has received a late penalty before and Clerk Chiudina confirms that the payments were received a day late and he has not received a penalty. Deputy Mayor Piccini asks for clarification as to why the bills were sent to this address and Clerk Chiudina explains that the building was not checked as regularly during the pandemic and Mr. Anderson has asked that the bills be sent to a different location from now on. Mayor Schoenig motions to waive the late fee for the aforementioned bills, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0. Clerk Chiudina will note this in the accounts.
6. Commercial Vehicles Parking on Residential Districts. Trustee Gaspar reviewed the information that was sent from Counsel Mole and notes that it would be a better code than what is currently in the code. Counsel Mole asks the Board

about the weight restrictions, and the Board agrees that the vehicle should be under one (1) ton, which includes not just the vehicle but what is being transported and/or towed. Deputy Mayor Piccini asks to include the word maximum of one (1) commercial vehicle per lot. Mayor Schoenig motions to set a public hearing for September 16, 2020 at 7:30 PM or soon thereafter on the Zoom Cloud Meeting regarding commercial vehicles parking at Village properties, Deputy Mayor Piccini asks for clarification on restrictions for streets vs lots and Counsel Molé informs her that there is already a code that restricts parking on the street but specific tonnage is not addressed. Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.

7. Zoning Board of Appeals Member Nominee. Mayor Schoenig nominates Mr. Tony McFadden to the Zoning Board of Appeals, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
8. Garden Club Request to Use Wells Park, September 15<sup>th</sup> 11 AM – 1:30 PM. Clerk Chiudina informs the Board that the Garden Club would like to use Wells Park again for their monthly meeting in September. Mayor Schoenig motions to allow the Brewster-Carmel Garden Club to use Wells Park on September 15, 2020 from 11 AM to 1:30 PM waiving all fees, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.
9. August 19, 2020 Minutes for approval. Trustee Bryde motions to approve the August 19, 2020 Minutes, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.

10. Vouchers Payable – Trustee Bryde reviewed the vouchers in the office and found everything in order. The Board thanks Trustee Bryde for her work.

10.1. A -	GENERAL FUND	\$44,797.29
10.2. C -	REFUSE & GARBAGE	839.98
10.3. EN -	ENGINEERING FEES ESCROW ACCOUNT	350.00
10.4. F -	WATER FUND	10,748.42
10.5. G -	SEWER FUND	46,130.65
10.6. TA -	TRUST & AGENCY	7,102.15

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Total Vouchers Payable \$109,968.49

Mayor Schoenig motions to accept the vouchers as written, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.

11. Other Business

- 11.1. Deputy Mayor Piccini asks Clerk Chiudina to contact Suburban Carting regarding extending the contract to the end of 2021 and Clerk Chiudina states that she will contact them tomorrow. Deputy Mayor Piccini requests that adjusting the fee for refuse be on the next agenda, as the price will increase in 2021, according to the Suburban Carting contract. Deputy Mayor Piccini mentions bulk pick up is on Monday September 28, 2020 and the hydrant flushing is on October 7, 2020. Deputy Mayor Piccini would like to confirm that payment was received from El Pueblo for half of the outstanding balance and Clerk Chiudina confirms that it was received and the owner will be paying \$1,000 installments until May 2021. Deputy Mayor Piccini asks about the LED lights to be installed on Main Street and how the Village plans to pay for this balance, whether it be half now and half at the end of the project, or in 12-month installments. Clerk Chiudina and Deputy Mayor Piccini discuss the options of payment for the LED lights. Clerk Chiudina will consult with NYSEG to determine the best strategy for the Village. Trustee Boissonnault asks if the lights in Wells Park will be upgraded to LEDs and Clerk Chiudina confirms that those lights were on the list. Deputy Mayor Piccini would like to incorporate a guarantee be able to do random checks for overcrowding in parcels using a Special Exception Use Permit to operate and be able to rescind the Special Exception Use Permit if there are violations found during the random check. Counsel Molé confirms that this clause can be added.

- 11.2. Trustee Bryde asks if the tax payer, who was mentioned at the previous meeting, paid their bill on time to avoid the 6% penalty and Clerk Chiudina confirms that the bill was paid. Trustee Bryde reminds the Board of the Elk's Club 9/11 memorial service at the Elk's Lodge on Route 22 starting at 6 PM. Trustee Bryde recalls from a previous meeting that there was a discussion about the use of lab building at 25 Marvin Avenue for the Putnam County Department of Health's Migrant Clinic and Clerk Chiudina met with some of the members from the Health Department to see the space and decided it will be a good place for the clinic. Trustee Bryde mentions that herself along with Clerk Chiudina and Trustee Gaspar presented a proclamation to Margaret Carey for her work with HamletHub. Trustee Bryde also mentions that herself, Mayor Schoenig, Trustee Gaspar and Clerk Chiudina presented a proclamation to Gina Loprinzo and her team at the Brewster Public Library on Friday, who were very appreciative as well. Trustee Bryde notes that there are more to be presented and that will hopefully happen Friday. Trustee Bryde informs the Board that herself and Clerk Chiudina along with other Putnam County and Town of Southeast representatives attended the ribbon cutting ceremony at the new walking bridge on Morningthorpe

Avenue on Monday August 31<sup>st</sup> and notes that it was a short ceremony but it is very exciting to have the bridge open.

- 11.3. Mayor Schoenig informs the Board that the Board of Elections would like to use the lab building at 25 Marvin Avenue for Election Day in November. Clerk Chiudina explains that another walk-through will be needed to map out the space and to test the hotspots that will be needed for voting.

## 12. New Business

- 12.1. Trustee Bryde attended the Shed the Meds event presented by Assemblyman Kevin Byrne at the Brewster Fire Department and mentions it was extremely successful. She notes that Legislator Paul Jonke and Chief Del Gardo were in attendance. Mayor Schoenig mentions over 200 lbs. were collected. Trustee Bryde mentions that the VFW and Andrew DeStefano will be coordinating a virtual event for a 9/11 memorial starting at 8:30 in lieu of the event that is normally held by Mr. Jack Gress, which can be viewed on Facebook and YouTube.

## 13. Public Comment

- 13.1. Mr. John Lord informs the Board that the Town of Southeast will be doing e-waste on the 2<sup>nd</sup> Saturday of the month due to Labor Day, from 10 to 2 at the Highway Department and restrictions on items is on the website. The Town normally has E-Waste on the first Saturday of every month and proof of residency is required. Trustee Bryde mentions that Mr. Lord represented the Town at the ribbon cutting ceremony as well. Mayor Schoenig asks Clerk Chiudina that the E-Waste notice to go on the Village website.

14. Mayor Schoenig motions to go into executive session for legal purposes, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor 5 to 0. No action will be taken after the session.

15. Mayor Schoenig motions to come out of executive session and adjourn the meeting, Trustee Boissonnault 2<sup>nd</sup>, all in favor 5 to 0.

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No:     8 of 2020	Date: 9/2/2020	Contract No:
Facility Name:   VOB / PLANNING BOARD REVIEW AND CONSULTATION		

2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including:	
a.	Projects reviewed this month (attach additional pages as needed)
•	571 North Main Street - 1.5 hours
•	85 Main Street - 3.0 hours
b.	Status of Planning Board projects (attach additional pages as needed):
•	538 North Main Street – Construction Ongoing/Amendment Approved
•	79 Main Street Resolution Requirements; Inspections
•	530 North Main Street – Ongoing Inspections
c.	Activities scheduled (attach additional pages as needed):
•	Continue plan review and meetings for B.O.S. Land Development
•	Perform site inspection at 538 North Main Street, when needed
•	530 North Main Street, Ongoing Inspections
•	Perform site inspection at 79 Main Street, when needed

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

<b>1.     <u>GENERAL INFORMATION</u></b>		
Report No:     8 of 2020	Date:     9/02/2020	Contract No:
Facility Name:   VOB / EPA Stormwater Phase II Regulations		

<b>2.     <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :</b>	
<b>a.</b>	<b>Activities completed this month (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•     Maintain monthly stormwater maintenance/good housekeeping reports quantifying the number of pounds of litter and the amount of sand cleaned up throughout the Village.</li> </ul>
<b>b.</b>	<b>Status of activities in progress this month (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•     Schedule inspections of Tonetta and Wells Brook Stormwater Retrofit Ponds.</li> </ul>
<b>c.</b>	<b>Activities scheduled (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•     Perform dry weather inspections on Village outfalls.</li> <li>•     Address comments, if any, from the NYSDEC on Annual Report.</li> </ul>



**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No:     7 of 2020	Date: 8/05/2020	Contract No:
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•	571 North Main Street - 9.25 hours
b.	Status of Planning Board projects (attach additional pages as needed):
•	538 North Main Street – Construction Ongoing/Amendment Approved
•	79 Main Street Resolution Requirements; Inspections
•	530 North Main Street – Ongoing Inspections
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**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

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Report No:     7 of 2020	Date:     8/05/2020	Contract No:
Facility Name:   VOB / EPA Stormwater Phase II Regulations		

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**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No:     6 of 2020	Date: 7/01/2020	Contract No:
Facility Name: <b>VOB / PLANNING BOARD REVIEW AND CONSULTATION</b>		

2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including:	
a.	Projects reviewed this month (attach additional pages as needed)
	<ul style="list-style-type: none"> <li>•       No Planning Board reviews were required in the month of May</li> </ul>
b.	Status of Planning Board projects (attach additional pages as needed):
	<ul style="list-style-type: none"> <li>•       538 North Main Street – Construction Ongoing/Amendment Approved</li> <li>•       79 Main Street Resolution Requirements; Inspections</li> <li>•       530 North Main Street – Ongoing Inspections</li> </ul>
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**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

<b>1.     <u>GENERAL INFORMATION</u></b>		
Report No:     6 of 2020	Date:     7/01/2020	Contract No:
Facility Name:   VOB / EPA Stormwater Phase II Regulations		

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